



**Performance Work Statement for Project Management Office, Aircraft Survivability
Equipment**

Programmatic Assistance Services

Prepared by

**Product Management Office, Aircraft Survivability Equipment
Program Executive Office Intelligence, Electronic Warfare and Sensors**

26 September 2018



General Services Administration
Federal Acquisition Service
Assisted Acquisition Services Division
Southeast Sunbelt Region

Task Order ID: ID04170046		GSA Representative:	
<u>PWS Version</u>	<u>Date</u>	GSA Senior Contracting Officer:	
Award (Initial):	1/16/2018	April Trice	
Mod 01:	3/12/2018	4890 University Square	
Award (Effective):	5/7/2018	Huntsville, AL 35816	
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Project Name:		Period of Performance:	
Programmatic Assistance Services		12 month basic period plus four 12 month option periods	
	<u>Task Order</u>		<u>Funding</u>
X	Firm-Fixed-Price	X	Severable
X	Labor Hour		Non-Severable
	Time and Material		
X	Hybrid		Fully Funded
X	Performance-based	X	Incrementally Funded
Vehicle: GSA OASIS SB			

MODIFICATION 006:

- a. Add incremental funding to the Base period CLINs 0001 and 0004.
- b. Update the dollar amounts in DFARS clause 252.232-7007, Limitation of the Government's Obligation.

MODIFICATION 005:

- c. Add incremental funding to the Base period CLINs 0001 and 0004.
- d. Update the dollar amounts in DFARS clause 252.232-7007, Limitation of the Government's Obligation.

MODIFICATION 004:

- a. Add incremental funding to the Base period CLINs 0001, 0002, 0003 and 0004.
- b. Attached updated DD Form 254 and Continuation page Revision 01
- c. Update the dollar amounts in DFARS clause 252.232-7007, Limitation of the Government's Obligation.

MODIFICATION 003:

- a. Incorporate the finalized DD Form 254, DoD Contract Security Classification Specification, and the four applicable attachments.
- b. Incorporate formalized PWS EXHIBIT A – Government Furnished Property List
- c. Section 2. Applicable Documents - added the words "...most up-to-date..." and removed the date column from the table. Deleted Joint Travel Regulation (JTR) from the table.
- d. Section 5.5. Travel Approval Process – deleted the words "...and the JTR..."
- e. Section 5.6. Travel Reimbursement – deleted the words "...and the JTR..."
- f. Section 6.1.2 Trip Report – added the words "(i.e. Exhibit B, Travel Expense Summary)".
- g. Section 9.1, first bullet – deleted the words "name and"
- h. Exhibit C – deleted the words "incorporated via Amendment 01" from the description.

MODIFICATION 002: Due to the protest delay, maintaining the original performance time of 12 months per the solicitation, and the need for a transition period, the new task order performance period, and the contractor's task order responsibility for performance, begin July 1, 2018. The funding information from the initial award was also identified within DFARS 252.232-7007, Limitation of the Government's Obligation (Apr 2014), and the PWS was updated. All other terms and conditions remain unchanged. Changes within this PWS have been highlighted.

MODIFICATION 001: Correct an internal administrative error in ITSS for CLINs 0004, 1004, 2004, 3004, and 4004. This will not impact the task order's value, funding amounts, or terms and conditions.

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1. SCOPE

The primary purpose of this Performance Work Statement (PWS) is to provide the Project Management Office (PMO), Aircraft Survivability Equipment (ASE) with programmatic assistance services to advance PMO ASE's mission of researching, developing, fielding, and sustaining ASE technology.

1.1. BACKGROUND

The PMO ASE provides centralized management for all Army ASE programs. The Contractor shall provide support for the following product offices:

1.1.1. INFRARED COUNTERMEASURES PRODUCT OFFICE

The Product Manager for Countermeasures manages two Acquisition Category (ACAT) I programs that apply countermeasures against infrared-seeking missiles. These programs are the Advanced Threat Infrared Countermeasure and the Common Infrared Countermeasure. In addition to serving as the future Army system, the Common Infrared Countermeasure has been designated as the sole laser-based infrared countermeasure system for all rotary-wing, tilt-rotor, and small fixed-wing aircraft across the Department of Defense (DoD).

1.1.2. MISSILE WARNING PRODUCT OFFICE

The Product Manager for Missile Warning manages one post-milestone C ACAT I program and a pre-Material Development Decision program. These include the Common Missile Warning System (CMWS) that detects threat systems for infrared-seeking missiles, and the Advanced Threat Detection Systems slated to replace CMWS.

1.1.3. THREAT WARNING PRODUCT OFFICE

The Product Manager for Threat Warning manages two post-milestone C ACAT III programs. These include the Radar Warning Receiver (RWR) that detects radio frequencies used in threat systems for acquisition and missile guidance; the Laser Detection System that detects systems that use lasers for target designation. A modernization effort is likely for RWR system which will upgrade RWR to meet Army specific requirements.

1.1.4. QUICK REACTION CAPABILITY PROGRAMS

Because PMO ASE provides centralized management for all Army ASE programs, PMO ASE and its Product Office execute Quick Reaction Capability (QRC) programs to address critical warfighter needs and evolving threats. PMO ASE is currently managing four QRC efforts. The Contractor shall provide support for additional QRCs when they arise.

1.2. GENERAL INFORMATION

1.2.1. PERIOD OF PERFORMANCE

The period of performance (POP) for this task order is 60 months, consisting of one base POP of 12 months, four option periods of 12 months each, and an additional option period of 6 months in accordance with FAR 52.217-8 Option to Extend Services, if needed.

Base Period: 12 months

Option Period 1: 12 months (if exercised)

Option Period 2: 12 months (if exercised)

Option Period 3: 12 months (if exercised)

Option Period 4: 12 months (if exercised)

Option to Ext Svc: 6 months (if exercised)

1.2.2. PLACE OF PERFORMANCE

The Contractor shall perform services primarily at 6726 Odyssey Drive, Huntsville, Alabama 35806. As directed and approved by the government, temporary performance locations may be required during performance. Temporary performance locations may include government operated and Contractor operated locations. See Section 5 of this PWS regarding travel to temporary duty locations.

1.2.3. HOURS OF OPERATION

The standard hours of operations for PMO ASE at 6726 Odyssey Drive are from 6:30 A.M. to 6:00 P.M., Monday through Friday, Central time, excluding Federal Holidays.

Any additional Presidential declared Holiday (not one of the standard ten Federal holidays) or otherwise declared down day will not be a recognized holiday for the Contractor. Contractor personnel will only work at the primary place of performance identified in paragraph 1.2.2. of this PWS when government personnel are at work.

Work performed at 6726 Odyssey Drive outside of the standard hours of operation requires prior approval by the Contracting Officer Representative (COR). Temporary duty locations are not subject to 6726 Odyssey Drive standard hours of operation.

The services on the basic contract, and the services for this task order, are principally for services performed by labor considered bona-fide executive, administrative, and professional. Therefore, a Service Contract Act wage determination is not incorporated. The Contractor is fully responsible to ensure compliance with the Department of Labor regulations regarding pay and benefits for all employees working on this task order or any other federal contract.

1.2.4. NON-PERSONAL SERVICES

The client has determined that use of the General Services Administration (GSA) task order to satisfy this requirement is in the best interest of the Government, economic and other factors considered, and this task order is not being used to procure personal services prohibited by Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal Services Contract". The

Government shall neither supervise Contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual Contractor employees. It shall be the responsibility of the Contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the Contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the Contractor's responsibility to notify the Contracting Officer (KO) immediately.

1.2.5. INHERENTLY GOVERNMENTAL SERVICES:

The client has determined that the services performed herein are not inherently governmental functions as identified in FAR 7.503(c). The services provided on this task order shall not be used to perform work of a policy/decision making nature (i.e., inherently governmental functions). Although the Contractor shall conduct independent research, development, analysis, and other tasks, all decisions relative to programs supported by the Contractor shall be the sole responsibility of the Government.

1.2.6. PRIVACY ACT

Work on this project may require that personnel have access to Privacy Information. All Contractor personnel shall adhere to the Privacy Act of 1974, Title 5 of the United States (U.S.) Code, Section 552a and applicable agency rules and regulations. The Contractor is responsible for ensuring all Contractor personnel are briefed on Privacy Act requirements.

1.2.5 INSURANCE REQUIREMENTS:

The Contractor asserts they will comply with the insurance requirements of the basic contract to ensure applicable Federal, State and/or local area insurance requirements are met prior to performance of the requirements in this PWS.

1.2.7. SECTION 508 COMPLIANCE:

The Contractor shall support the Government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies develop, procure, maintain, or use electronic information technology (IT), Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

The Contractor should review the following websites for additional Section 508 information:

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>

<http://www.access-board.gov/508.htm>

<http://www.w3.org/WAI/Resources>

1.2.8. CONTRACTOR MANPOWER REPORTING

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor shall report all Contractor manpower (including subcontractor manpower) required for performance of this task order. The Contractor is required to completely fill in all the information in the format using the following web address: <http://www.ecmra.mil> and then click on “Department of the Army Contractor Manpower Reporting Application (CMRA)” or the icon of the DoD organization that is receiving or benefitting from the contracted services. As part of its submission, the Contractor will provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting inputs will be for the labor executed during the POP during each Government Fiscal Year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than (NLT) October 31 of each calendar year, from task order award to task order completion. Contractors may direct questions to the help desk by clicking on “Send an email” which is located under the Help Resources ribbon on the right side of the login page of the applicable Service/Component’s Contractor Manpower Reporting website.

1.2.9. CONTRACTING OFFICER REPRESENTATIVE:

A COR means an individual authorized in writing by the KO to provide technical direction within the scope of this task order and perform other specific technical or administrative functions. The Contractor will receive a copy of the written COR designation. It will specify the extent of the COR's authority to act on behalf of the KO. The COR is not authorized to make any commitments or changes that will affect the scope (price, work quality, quantity, delivery, or any other term or condition of the contract). Only the KO has the authority to make changes to the terms and conditions of this task order. Any change to this task order shall be made in writing by issuance of a task order modification signed by the KO. The Contractor is responsible for ensuring that all Contractor personnel are notified of the responsibilities, authority and/or limitations of the KO and COR. Changes, whether within or out of scope of this task order, performed by Contractor personnel without specific prior written authorization from the KO shall not be binding on the Government, nor shall the Government be obligated to pay any costs associated therewith. The Contractor assumes liability for any and all costs resulting directly or indirectly from the performance of unauthorized work by Contractor personnel.

2. APPLICABLE DOCUMENTS

The Contractor shall comply with the following most up-to-date documents when performing the requirements within this PWS.

Document #	Title
AR 25-2	DA Regulation, Information Assurance [Rapid Action Revision (RAR) Issue Date: 23 Mar 2009]
AR 380-67	Personnel Security Program
DoD 5220.22-M	National Industrial Security Program Operating Manual
DoDI 7000.14-R	Department of Defense Financial Management Policy and Procedures
DoDD 5000.01	DoD Directive, The Defense Acquisition System,

Document #	Title
DoDI 5000.02	DoD Instruction, Operation of the Defense Acquisition System
DoDI 5000.73	Cost Analysis Guidance and Procedures
N/A	Federal Acquisition Regulation
N/A	Defense Federal Acquisition Regulation Supplement (DFARS) Procedure, Guidance, and Information
N/A	Army Federal Acquisition Regulation Supplement (AFARS)

3. REQUIREMENTS

The Contractor shall provide the Government with services corresponding to the subsections contained in this section of the PWS.

3.1. CONTRACTOR MANAGEMENT

The Contractor shall provide the government with services corresponding to the One Acquisition Solution for Integrated Services (OASIS) labor categories needed to meet the requirements in this PWS. The Contractor and Contractor employees shall possess the current and necessary training, qualifications, experience, and clearances to accomplish the PWS requirements. The Contractor shall have designated on-site contact(s) to manage the Contractor/sub-contractor employees, provide task direction and interface with the Government management, COR, functional leads, and/or KO. Contractor management is responsible for hiring and maintaining a qualified, professional and motivated work force and promoting an organizational culture that fosters teamwork, integrity, continuous improvement and effective resource management. The Contractor shall successfully integrate and coordinate all activities needed to execute the requirements and maintain continuity within the normally scheduled hours. As such, expected and unexpected employee absences shall be managed by the Contractor management to ensure continuity of operations without mission degradation.

3.1.1. PERSONNEL ALLOCATION

Changing mission requirements do not necessarily require an increase in the Contractor's required labor positions, increased number of hours or overtime hours; however, changing mission requirements may require the Contractor to reallocate its personnel resources to provide increased focus in the level of effort in another work section, for a project of higher priority, for new workload needs, etc. This reallocation is NOT an increase or decrease in the number of hours or Contractor personnel. The Contractor is encouraged to collaborate with the Government to shift their Contractor employees' work efforts as appropriate to most efficiently and effectively support the Government's needs. Given this requirement, where practical, cross utilization of personnel is encouraged and expected.

3.1.2. BUSINESS RELATIONS

The Contractor shall seek to obtain customer satisfaction. The Contractor shall be responsive to the PWS requirements. The Contractor shall proactively identify problem areas in a timely manner, manage corrective actions, and effectively manage Government resources and subcontractors.

3.1.2.1. RESPONSIVE CUSTOMER SERVICE

The Contractor shall respond to all tasks, questions, and inquiries by providing initial written acknowledgement within two business days. All Government questions and inquiries shall be addressed and all tasks completed within the established Government timeframe. The Contractor shall provide courteous and competent customer service and shall be flexible and responsive to the Government's evolving requirements or emergent activities.

3.1.3. SUBCONTRACTORS

As expected, the requirements in this PWS that apply to the Contractor also apply to the subcontractor. The Contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for all subcontractor cost, performance and personnel issues on this requirement. Contractors must ensure there are no Organizational Conflicts of Interest (OCI) issues with their subcontractors.

Subcontractors used in performance of this effort (at any level) shall not be substituted after contract award unless approved by the Contracting Officer.

3.1.4. ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

This task order effort has potential for an OCI as identified in FAR 9.5 and DFARS 209.5. The Contractor is expected to not engage in any activity that could cause an OCI with the Contractor's position under this task order, impair the Contractor's ability to render unbiased advice and recommendations, or place the Contractor in the position of having an unfair competitive advantage as a result of the knowledge, information, and experience gained during the performance of this task order.

The Contractor cannot be a prime or subcontractor (at any level or tier) on both the PMO ASE Programmatic Support (ID04170046) and the PMO ASE Engineering/Technical (ID04170035).

The Contractor cannot have the same subcontractor (at any level or tier) to the prime contract holder or their subcontractor (at any level or tier) on the PMO ASE Engineering/Technical (ID04170035).

After reviewing FAR 9.5 and DFARS 209.5 in their entirety, if the Contractor determines their company has a potential OCI, the Contractor shall notify the KO and provide an OCI mitigation plan in accordance with the solicitation. Upon review of the OCI mitigation plan, should the OCI mitigation plan be acceptable, and a task order awarded, the OCI mitigation plan shall be incorporated into the task order. If the Government determines an OCI cannot be avoided, neutralized, or mitigated, the Offeror shall be excluded from award consideration.

The Contractor agrees that, if after award and anytime during the performance period, it discovers an actual or potential OCI; it shall make immediate and full disclosure in writing to the KO. The notification shall include a description of the actual or potential OCI, how the issues originated, a description of the action the Contractor has taken or proposes to take to avoid, mitigate or neutralize the conflict, and any other relevant information that would assist the KO in making a determination on this matter. If the Government determines that an OCI exists any

time after award, and the Government is unable to mitigate or eliminate the OCI, the KO may terminate the task order for convenience of the Government if determined to be in the best interests of the Government, in whole or in part and at no cost to the Government, depending on the circumstances of the OCI.

The Contractor shall not use any Government information provided to them for any purpose other than for performance of this task order. Furthermore, the Contractor shall not provide any information to any individual, company or other entity that, other than for performance of this task order, does not have a need to know.

3.1.5. STANDARDS OF CONDUCT AND APPEARANCE

The Contractor shall ensure that their employee policy for standards of conduct and personal appearance foster a professional and safe work environment that conforms to the Government's existing organizational culture and employee standards. Contractor employees who pose a threat to the safety or welfare of the installation or its personnel may be immediately removed and/or barred from the installation.

3.1.6. CONTRACTOR IDENTIFICATION IN GOVERNMENT WORKPLACE

All Contractor personnel shall be required to wear the government issued installation photo identification badges that stipulate the Contractor's company name and the government issued Common Access Card (CAC) so as to distinguish contract personnel from Government employees. The Contractor personnel shall identify themselves as Contractors when communicating during all business interactions, over the telephone, or via electronic mail. Contractors shall identify themselves (as Contractors) on any attendance sheet or any coordination documents they may review. Electronic mail signature blocks shall identify their company affiliation.

3.1.7. DRUG TESTING

Consistent with DFARS clause 252.223-7004, Drug-Free Work Force, the Contractor shall have employees tested for the influence of alcohol, drugs, or other incapacitating agent.

3.1.8. CONTRACTOR TRANSITION TASKS

Early coordination, communication and preparation are keys to a successful transition. A transition plan will ensure an orderly and efficient transition between the in-coming Contractor and the incumbent Contractor. The Contractor shall be required to submit a Transition-In Plan and a Transition-Out Plan as delineated in the subparagraphs below.

3.1.8.1. TRANSITION-IN PLAN

The Transition-In Plan will be submitted with the Offeror's proposal as part of the evaluation factors. The Transition-In Plan will be implemented on day one upon notification of task order award. The Transition-In Plan must take into account that the Government requires a minimum of 30 work days for administrative processing of new Contractor employees assuming there are no issues with the personnel information provided to the Government. The Government will

require the Contractor to be fully operational, to include properly cleared personnel at the appropriate classification level, on the first day of task order performance. Therefore, as soon as possible after award notification, it is necessary to provide the Government with appropriate security documentation which will include the names and social security numbers of each Contractor employee. At a minimum, the Transition-In Plan shall include the following:

- a. Identification, by name and position, of each team member on the Transition Team along with each person's associated responsibilities.
- b. Identify the name and provide the qualifications and the responsibilities of the individual(s) leading the transition.
- c. Describe the company management's involvement with the transition.
- d. Provide detailed steps of the transitioning-in activities with completion dates for each activity.
- e. Explain the initial recruitment and hiring process for this requirement.
- f. Identify how personnel will meet all qualifications AND have the appropriate personnel security clearances prior to day one of task order performance.
- g. Identify how the appropriate facility clearance will be obtained prior to performing work related to classified information under this task order.
- h. State the company's Commercial and Government Entity Code and Cognizant Security Office Name, Address, Zip Code, Point of Contact (POC) and POC information.
- i. Provide evidence of a signed commitment with any subcontractors that will be relied upon.

After task order award, transition status updates shall be provided as directed by the KO and/or COR.

3.1.8.2. TRANSITION-OUT PLAN

The Contractor shall develop a "Transition-Out Plan" to facilitate the accomplishment of a seamless transition to the incoming Contractor/Government personnel at the expiration of this task order. The contractor shall provide a Transition-Out Plan upon KO direction NLT 30 calendar days after the KO direction. The Contractor shall identify how it will coordinate with the incoming and or Government personnel to transfer knowledge regarding the following: project management processes, POC, location of project management documentation, status of ongoing initiatives, etc. associated with off-base facilities used for execution of this task order, appropriate Contractor to Contractor coordination to ensure a seamless transition, identify actions required of the Government, establish and maintain effective communication with the incoming Contractor/Government personnel for the period of the transition via status meetings and other items determined necessary by the Government.

3.2. PROGRAMMATIC ASSISTANCE SERVICES

3.2.1. ADMINISTRATIVE PROFESSIONAL

The Contractor shall provide administrative support through the form of managing correspondence, briefing materials, calendars, timecards, and travel. Administrative Professionals shall also be responsible for the development and configuration management of Microsoft PowerPoint presentations. An understanding and demonstrated use of software applications to include but not limited to various Microsoft Office applications (e.g., Word, Excel, PowerPoint, Outlook, Project); Automated Time, Attendance, and Production System; and use of SharePoint is required.

3.2.2. BUSINESS AND FINANCIAL OPERATIONS

The Contractor shall provide business and financial operations services for acquisition, financial, program, and logistics management. The Contractor's responsibility for each of these functional areas is described in the subparagraphs.

3.2.2.1. CONTRACTING

Contractor shall provide subject matter expertise in the areas of contracting consistent with the FAR, DFARS, and AFARS. Contractor personnel shall provide the following services:

- a. Advise Contract Specialists in developing contractual documents, collecting data, and preparing reports.
- b. Advise Product/Project Managers (PMs) in the development of contract-related documents, programs, and activities for DoD and Foreign Military Sales.
- c. Prepare and develop acquisition requirements packages in accordance with (IAW) FAR, DFARS, and AFARS regulations and other DoD directed policies and procedures.
- d. Review contract data requirements to ensure submittals are accurate, complete, and timely, IAW its respective contract.

3.2.2.2. FINANCIAL

Contractor shall provide subject matter expertise in the area of financial management analysis (budget documentation development and execution) for multiple appropriation and fund sources. Contractor's financial personnel shall have working knowledge of DoD Instruction 7000.14-R, "Department of Defense Financial Management Policy and Procedures." Contractor personnel shall perform the following services:

- a. Prepare funding documents and maintain a record of financial management documentation.
- b. Prepare and maintain spend plans and advise in the formulation of revised budget information.
- c. Support activities in the Defense Travel System such as establishing lines of accounting and approval of travel orders.

3.2.2.3. PROGRAM ANALYTICS

Contractor shall provide subject matter expertise in the areas program analytics in order to measure the effectiveness and efficiency of programs within the organization. The Contractor's program management professionals shall provide the following services:

- a. Provide PMs with objectively based information for making administrative and programmatic decisions.
- b. Contractor personnel shall provide input to Earned Value Management reviews.
- c. Contractor personnel shall be responsible for managing information requirements to develop or maintain program reporting systems.
- d. Contractor personnel shall identify, develop, and consolidate program data for use in the management or direction of a program.
- e. Coordinate with external agencies to develop Memorandums of Agreement and Inter-Service Support Agreements for support from those agencies.

3.2.3. OPERATIONS, MAINTENANCE, FIELDING, AND SUSTAINMENT

Contractor shall provide subject matter expertise in the areas of operations, maintenance, fielding and sustainment of ASE equipment. Contractor personnel shall provide the following services:

- a. Prepare and provide input on all documents related to acquisition program logistic support.
- b. Attend Government reviews pertaining to system design, operations, maintenance, and installation of ASE in support of Government personnel.
- c. Prepare, monitor, and track ASE equipment shipments executed by Government personnel and support the Government's property accountability initiatives for ASE equipment in DoD inventory management systems, such as Logistics Modernization Program.
- d. Project, review, and advise Government logisticians on budgets and promote performance based logistics concepts.
- e. Provide recommendations and courses of action for acquisition logistics.
- f. Identify, develop, evaluate and deliver training plans and schedules.
- g. Analyze supply chains for improvements in system reliability and life cycle cost reductions.
- h. Review and provide recommendations for the final supportability strategy for life cycle support plans.

3.2.4. OPERATIONS RESEARCH ANALYST

The Contractor shall provide Operations Research support to interpret, advise, and develop Government requirements to include an end-to-end capability of translating program requirements into material solutions through the development of life cycle cost estimates, acquisition strategies, schedules, acquisition reports, and program documentation. Contractor will provide the services detailed in the subparagraphs of this section.

3.2.4.1. COST ESTIMATING AND ANALYSIS

The contractor shall provide subject matter expertise in the areas cost estimating and cost analysis consistent with the DoDI 5000.73, "Cost Analysis Guidance and Procedures."

Contractor personnel shall provide the following services:

- a. Provide inputs to DoD Acquisition reports.
- b. Develop independent cost estimates, to be used on current as well as new development programs.
- c. Analyze risk associated with budget fluctuations, schedule changes, force structure and new or modified hardware and provide the results of the analyses to higher management for their review.

3.2.4.2. PROGRAM INTEGRATION

Contractor program integration and scheduling personnel shall provide subject matter expertise in the areas of program management consistent with the DoDI 5000.01, "DoD Directive, The Defense Acquisition System," and, "DoDI 5000.02, "DoD Instruction, Operation of the Defense Acquisition System." Contractor's program integration and scheduling professionals shall provide the following services:

- a. Develop, advise, and review acquisition strategies, plans and schedules to accomplish program objectives and technical requirements.
- b. Coordinate and consolidate team inputs from integrated product team members in support of program recommendations, reviews, and written drafts of program plans.
- c. Prepare, coordinate and staff program decision documents at senior Army Staff levels.
- d. Develop and update Integrated Master Schedules.
- e. Coordinate, participate, and document integrated product team meetings, assembled to address programmatic, engineering, logistical, or contractual issues that pose risks to the programs performance, budget, and schedule.

3.2.5. MANAGEMENT ANALYST

The contractor shall provide management analysts who specialize in process improvement, knowledge management, and data management. Contractor management analysts shall provide the following services:

- a. Plan, advise, or coordinate process improvements in such fields as electronic data processing, information systems, and systems analysis to include data security measures and information assurance.
- b. Analyze the impact that new/revised external policies and processes have on PMO ASE internal policies, processes, operations, and resources, and recommend internal processes or process improvements to address the external changes.

- c. Provide expert design, development, governance, and administration of processes utilizing web-based applications (such as SharePoint), Microsoft applications, and other enterprise software solutions.

Develop and manage tools to support data gathering, analyzing, and reporting.

4. SURGE SUPPORT

Surge support labor hours are utilized for a significant increase in the level of effort due to a surge in Government requirements. Surge labor hours may be existing employee overtime, temporary laborers, part-time laborers, added sub-contractor support or any combination thereof. If surge support does not utilize existing employee overtime, the contractor will have 30 days to staff temporary laborers, part-time laborers, or added sub-contractor support. Should employee overtime be utilized, overtime is defined as performance of services by an individual employee beyond 80 hours in a given 2-week pay period. The contractor shall coordinate and receive prior approval from the COR for the desired surge support.

The proposed surge labor rates for each labor category will be incorporated into the task order award, and these rates shall not be exceeded.

4.1. SURGE SUPPORT APPROVAL PROCESS

COR approval is required prior to proceeding with labor under Surge Support. The required surge support and timeframe of support needed can be requested by the Contractor or directed by the Government. The Contractor shall promptly submit a Surge Support Request to the contractor's functional Government lead. If the functional Government lead approves the request, the request will be forwarded to the COR for final approval. The Surge Support Request shall, at a minimum, include 1) date of request; 2) work section/office; 3) employee name, 4) labor category, 5) surge labor hours requested, 6) the pre-negotiated surge support labor rate, 7) total cost of labor for each employee and total overall cost, 8) estimated time period for the surge support work; 9) brief justification and why work could not be accomplished during the normal scheduled hours, and 10) other information as required by the COR. The form should include signature and date blocks for the required approvals.

4.1.1. OVERTIME DURING TRAVEL

The Contractor shall not charge the Government overtime during actual travel / "on-the-road" time to and from the place of performance regardless of location. The time zone for the place of performance/duty location will establish the basis for normal duty hours, so any overtime requests to the COR shall account for the time zone of the place of performance/duty location.

4.2. SURGE SUPPORT PERFORMANCE

In addition to receiving pre-approval of surge support labor hours, prior to performing services, the Contractor must ensure adequate funding is available on the task order. The Contractor shall notify the COR and KO in writing as soon as there is reason to believe that the surge support costs it expects to incur may exceed 1) the estimated amount pre-approved by the Government or 2) the amount of funding available. If it's anticipated the surge support cost will exceed the amount pre-approved, the Contractor shall promptly submit an additional or amended Surge

Support Request for the Government's approval. If it's anticipated that the amount of funding available on the task order will not be sufficient, the contractor shall notify the COR that additional funds will be required. The contractor is not authorized to work or to continue work without adequate funding. If the Contractor performs without Government pre-approval, exceeds the estimated cost pre-approved, or exceeds the funding available, they do so at their own risk. The Government will not be liable for any costs beyond what is pre-approved by the COR or that exceeds the available funding.

4.3. SURGE SUPPORT PAYMENT

This task order has a designated contract line item number (CLIN) for Surge Support. When the Contractor submits their invoice for overtime, the Contractor shall include 1) the evidence of the pre-approved surge support labor hours and 2) a Surge Support Summary Report identifying all surge support during that invoice period. The Surge Support Summary Report will be submitted in excel spreadsheet format and include the employee name, work section, labor category, date COR approved the surge support, time period/dates surge support was worked, pre-negotiated surge support labor rate, surge support cost per employee, and total surge support cost. These documents will be input as an attachment in GSA's IT-Solutions Shop (ITSS) with the Contractor's invoice submission. The Contractor will only be reimbursed for pre-approved surge support actually completed. All OASIS contract access fee (CAF) costs associated with Surge Support will be invoiced against the CAF CLIN.

5. TRAVEL AND OTHER DIRECT COSTS

Travel will be required in support of the PWS requirements. Contractor employee travel shall be required to both military and non-military locations, both in the Continental United States (CONUS) and Outside CONUS (OCONUS). Some travel may support crisis actions and military operations. The subparagraphs of this section detail additional travel requirements. Travel shall be approved in advance by the COR. If prior COR approval is not obtained, the Contractor may not be reimbursed.

5.1. CONUS TRAVEL

The Contractor shall obtain written COR approval five calendar days prior to date of CONUS travel, if travel is known and anticipated. The Government anticipates 60 to 80 CONUS travel events annually. Travel events typically consist of one to four Contractors per event and three to five days in duration. The anticipated destinations for CONUS travel include: Aberdeen, MD; Washington, DC; Eglin Air Force Base, FL; Ft. Rucker, AL; Nashua, NH; Ft. Campbell, KY; and other locations to meet the requirements of this PWS. The Contractor will not be reimbursed for travel in the local area.

5.2. OCONUS TRAVEL

The Contractor shall obtain written COR approval 15 calendar days prior to date of OCONUS travel, if travel is known and anticipated. The Government anticipates eight to 12 OCONUS travel events annually. Trips typically consist of one to four contractors per event and seven to 14 days in duration. The anticipated destinations for OCONUS travel include: Egypt and other locations to meet the requirements of this PWS.

When OCONUS travel is required, the Contractor shall abide by U.S. Status of Forces Agreement, terms and conditions of the task order, and local laws in performance of this requirement. The Contractor shall submit essential documentation to obtain country clearances, including Theater Business Clearances for the theater of operations, before travel begins.

5.3. EXTENDED TEMPORARY DUTY LOCATION AND DEPLOYMENT

Contractor personnel on extended travel or deployments with operational tempo that requires non-standard and extended work weeks shall be limited to the number of hours that can be worked during a seven-day period. No Contractor employee shall be expected to work more than 84 hours for any given seven day time-frame. This limit sets a maximum number of hours per week as prescribed by the government to establish manageable levels that meets mission requirements, protects personnel from unreasonable and unsafe extended hours, and permits a level of budgetary management control related to long-term deployments. Eighty-four hour workweeks shall be limited to no more than four consecutive weeks for any deployment. A cycle of peak (84) and non-peak (40 to 60) work hours is a reasonable expectation during any extended deployment. Overtime, as defined in Section 4 of the PWS, shall be approved in advance by the COR.

5.4. TRAVEL TO THEATERS OF OPERATIONS (DEFENSE BASE ACT)

If travel to a theatre of operation is required, the Contractor shall acquire and maintain Defense Base Act (DBA) insurance. The Contractor will be authorized to directly bill the allocable, allowable and reasonable premium costs of such insurance necessary to perform this PWS as an Other Direct Costs, provided that such costs are not included in any of the Contractor's indirect costs charged to this task order and only IAW the contractor's Defense Contract Audit Agency/Defense Contract Management Agency approved accounting system.

5.5. TRAVEL APPROVAL PROCESS

Travel requests shall be submitted to and pre-approved by the COR and/or KO. The Travel Request shall, at a minimum, include 1) the travelers' names; 2) travel dates; 3) travel location(s); 4) purpose of trip; 5) estimated expenses which may include lodging, lodging tax, meals and incidental expenses, transportation costs, registration, tolls, parking, and other allowable expenses; 6) other information as required by the COR. The COR is authorized to approve travel requests. However, if per diem rates proposed exceed the ceiling amounts in FAR 31.205-46, ensure pre-approval from the KO (with approval date) is received and documented. All travel requests must be submitted in sufficient time in order to permit review and approval.

5.6. TRAVEL REIMBURSEMENT

Actual travel costs will be reimbursable along with the applicable OASIS CAF and other allowable costs associated with the required travel (i.e. DBA insurance, hazardous differentials). Allowable travel costs are in accordance with FAR 31.205-46. Profit shall not be applied to travel costs. One of the tasks of the Administrative Professional in PWS 3.2.1 is to coordinate/manage the travel requirements; therefore, a separate general and administrative (G&A) cost for travel shall not be allowed. The KO is the only individual authorized to approve Per Diem rates that exceed the ceiling amounts in FAR 31.205-46. Travel shall be in compliance

with the contract tasks and all other applicable requirements, and maximum use is to be made of the lowest available customary standard coach or equivalent airfare accommodations available during normal business hours. The Government is not liable for any travel costs that were not pre-approved or exceed the funded ceiling amount.

6. DELIVERABLES

6.1. QUALITY CONTRACT DATA REQUIREMENT DELIVERABLES

The Contractor shall research, develop, prepare, compile, and submit deliverables as detailed below. All deliverables shall be uploaded into GSA's ITSS and emailed to the COR. If the Government determines the deliverable needs to be corrected, upon COR notification, the Contractor will be required to re-submit the corrected deliverable NLT five calendar days.

6.1.1. MONTHLY COST AND STATUS REPORTS

Monthly Cost and Status Reports (MCSR) shall be delivered NLT the 10th calendar day of the following month in the format as directed by the COR. Report submissions shall continue until completion of the task order. The MCSR shall include actual versus planned travel and surge labor hour expenditures; status of task(s) with assigned employees; status of required training; performance issues; performance risks and risk mitigation efforts; status of outstanding deliverables and the delivery schedule date; and personnel roster. The personnel roster shall include all personnel performing on the contract and vacancies planned to be filled. The roster shall include an employee's name, labor category and skill level, programmatic/duty section, and company name and shall not include any information subject to the Privacy Act of 1974 and DoD Regulations 5400.11-R.

6.1.2. TRIP REPORTS

The Contractor will be required to submit a travel report NLT five business days after completion of CONUS travel and NLT 15 business days after completion of OCONUS travel. Travel reports shall consist of cost incurred report (i.e Exhibit B, Travel Expense Summary) and an Executive Summary. The Executive Summary shall include the reason for travel, actions items resolved during travel, and actions still pending resolution.

6.1.3. STUDIES AND ANALYSES

The Contractor shall deliver analyses of Government directed studies and analysis, presentation of technical solutions, defines and documents the technology solutions to support any future U.S. Government needs. The delivery date will vary depending on the study and analysis required by the Government. Studies and analysis required could include Program Economic Analyses, Affordability Analyses, Business Cases Analyses, Core Depot Assessments, and other studies and analyses which support program milestone decisions.

6.1.4. REPORT/RECORD OF MEETING MINUTES

As requested, the Contractor shall be required to attend regularly scheduled or impromptu program, management or contract meetings. If meeting minutes are required, the deliverable

shall document key findings/action items and information on program schedules, milestones, potential risks and troubleshooting measures, problem resolution, current status of tasking, and other supporting information. The contract deliverables for meeting minutes are identified in the below subsections. Should the COR require other meeting minutes as a deliverable, the COR will notify the Contractor in advance of the meeting.

6.1.4.1. CONTRACT KICK-OFF MEETING

Immediately upon award notification, the Contractor shall be required to meet with Government personnel via telecommunication to discuss the transition needs. Within 15 business days following the task order award date, the Contractor shall meet with the customer and the GSA contracting office to review all goals and objectives, terms and conditions of this task order, and discuss technical requirements. The Contractor shall provide the meeting minutes NLT five calendar days after meeting completion.

6.1.4.2. SEMI-ANNUAL TASK ORDER PERFORMANCE REVIEW

The Contractor shall be required to meet with Government personnel via telecommunication or on-site Government location to discuss the current performance of the task order. The Government will schedule the semi-annual performance review at least ten business days in advance of the meeting. Within five business days of the scheduled meeting, the Contractor shall provide read-ahead material to the customer and the GSA contracting office for review. The review shall report the current status of performance requirements, goals, and objectives. The Contractor shall report any issues, risks, or conditions impacting current task order performance and a planned course of action for their resolution. The Contractor shall provide the meeting minutes NLT five calendar days after meeting completion.

6.1.5. GOVERNMENT FURNISHED PROPERTY INVENTORY

The Contractor will be required to submit a Government Furnished Property (GFP) Inventory report. See PWS Section 7.1 for specific requirements.

6.1.6. OPERATIONS SECURITY (OPSEC)

The Contractor shall develop an Operations Security (OPSEC) Standing Operating Procedure (SOP)/Plan. See PWS Section 8.6 for specific requirements.

6.1.7. ANTI-TERRORISM TRAINING

Contractor employees, to include subcontractor employees, requiring access to Government installations, facilities and controlled areas shall complete Anti-terrorism (AT) Level I awareness training prior to performance on this task order. See PWS Section 8.8.1 for specific requirements.

6.1.8. QUALITY CONTROL PLAN

The contractor shall submit a Quality Control Plan (QCP). See PWS Section 9.2 for specific requirements.

7. GOVERNMENT PROPERTY

Government Property includes Government furnished equipment, information, materials and facilities, and contractor-acquired property.

7.1. GOVERNMENT FURNISHED PROPERTY

The Government will provide a GFP list at award which will detail the make, model/part number, serial number, and condition of the GFP. This list will be incorporated into the task order as Exhibit A of this PWS. The Contractor shall be responsible for reviewing and accepting this GFP list. Once GFP is accepted, the Contractor will be responsible for managing, issuing, and tracking GFP for the duration of the task order. PMO ASE will provide no more than one personal computer, two desktop monitors, and one mobile device for each on-site Contractor support position. The Government may also provide no more than ten additional personal computers, 20 desktop monitors, and ten mobile devices to accommodate additional support. These additional units will be available to backfill GFP rendered inoperable. Unless the Contractor receives other GFP disposition instructions from the Government, all GFP in the Contractor's possession shall be returned to the Government in working condition within 30 days of task order completion. After the Contractor's initial review of the GFP list upon award, the Contractor shall provide an updated GFP list every 180 days.

7.2. ADDITIONAL GOVERNMENT PROPERTY

The Government will furnish the Contractor with access to Government Furnished Information (GFI) necessary to complete requirements under this task order or to ensure team members have compatible infrastructure/information support systems. Government furnished facilities will include: office space, office supplies, and telephone for the Contractor Government-site personnel. The Contractor shall treat technical data in its possession as Government sensitive information that is not to be released outside of the originating organization. The Government will arrange for the Contractor access to all necessary military installations. The Contractor will have access to, and work within functional databases and information systems at Government facilities including funding, budget, personnel, contract, logistics, Webdesk, Army Knowledge Online, Synchronized Pre-Deployment and Operational Tracker, Federal Logistics Data, and Logistics Tool Box.

8. SECURITY

The Contractor shall be required to have a TOP SECRET (TS) facility clearance. The Contractor's work effort shall include up to TS//Sensitive Compartmented Information (SCI). As a minimum, all Contractor personnel will be required to have a minimum SECRET security clearance prior to performing on the task order requirements. . However, at least one Senior Operations Research Analyst position requires a current TS//SCI access. All TS//SCI work on this task order will be conducted in approved Government locations. Interim security clearances are acceptable. The Contractor shall provide security at a level necessary to meet the requirements of the tasks requested. The Contractor will be required to have SCI access. SCI access will be required for contract personnel that must interface with the Intelligence Community (IC) and have access to emerging foreign threat system information in the performance of this task order. The task order may require access to DoD Special Access Programs. If that is determined to be required, it would be for access purposes only. The

Contractor will be required access to NON-SCI intelligence information in the evaluation of NON-SCI intelligence information relevant to the scope of this task order. The Contractor will require access to Communications Security material. The contractor will require access to the Secret Internet Protocol Router Network (SIPRNET) and the applicable Security Classification Guides (SCGs). SIPRNET accounts will be requested through the Government and access to SIPRNET will be at Government locations only. The Contractor will require access to North Atlantic Treaty Organization information. The Contractor will require access to Foreign Government Information. The Contractor will require access to For Official Use Only and other Controlled Unclassified Information (CUI). The Contractor will be required to receive and generate classified information/material. The Contractor will be authorized to use the Defense Technical Information Center. Classified Courier duties will be compliant with the National Industrial Security Program Operation Manual (NISPOM) (DoD 5220.22-M).

Future requirements may dictate additional security requirements above the currently specific level. If that determination is made, additional GFI will be provided.

The contractor shall meet the requirements of the contract DD Form 254. The solicitation incorporates the DRAFT DD Form 254. The Final, signed DD Form 254, will be incorporated into the task order upon award or via modification.

8.1. INTELLIGENCE INFORMATION

The Contractor shall use Government provided intelligence and technology exploitation threat information along with traditional acquisition and battlefield threat information to inform System Security Engineering, Systems Engineering, and Procurement decision processes. TS//SCI level intelligence will be required for select number of contract positions to evaluate emerging threat information and attend IC lead meetings.

8.2. SECURITY INCIDENTS

The Contractor shall be required to report any compromise or possible compromise of classified or CUI item, material, or information to the cognizant security office(s) listed on the task order DD Form 254 as well as PMO upon discovery of the incident. The Contractor shall be required to report to the cognizant security office listed on the DD Form 254 as well as PMO ASE.

8.3. INFORMATION SECURITY (INFOSEC)

All documents, schematics, drawings, presentations, email, graphs, web sites (to include all source code and items produced using any application based editor, compiler software and/or operating system), User Data Module labels, and any hard-copy and/or soft-copy item produced or derived from requirements of this task order will be marked with the classification markings and distribution statements as required in DoD Manual 5200.01 Volumes 1 through 4, NISPOM, and SCG. The Contractor shall require access to the applicable SCGs. The Contractor shall adhere to all guidance contained in the SCG(s). These requirements shall flow down to all subcontractors engaged by the Contractor.

The Contractor shall provide technical and programmatic support for SCG updates. This requirement shall flow down to all subcontractors engaged by the Contractor.

8.4. INSTALLATION SECURITY

The Contractor and all associated subcontractor employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by Government representative). The Contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. The Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DoD, Headquarters, Department of the Army and/or local policy. In addition to the changes otherwise authorized by the changes clause of this task order, should the Force Protection Condition at any individual facility or installation change, the Government may require changes in Contractor security matters or processes.

8.5. COMMON ACCESS CARD

Before CAC issuance, the Contractor employee requires, at a minimum, a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation IAW Army Directive 2014-05. The Contractor employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, to DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of six months or more. At the discretion of the sponsoring activity, an initial CAC may be issued based on a favorable review of the Federal Bureau of Investigations (FBI) fingerprint check and a successfully scheduled NACI at the Office of Personnel Management.

8.6. OPERATIONS SECURITY (OPSEC)

The Contractor shall develop an OPSEC SOP/Plan within 90 calendar days of task order award, to be reviewed and approved by the responsible Government OPSEC officer, per Army Regulation (AR) 530-1, Operations Security. This SOP/Plan will include the Government's critical information, why it needs to be protected, where it is located, who is responsible for it and how to protect it. In addition, the Contractor shall identify an individual who will be an OPSEC Coordinator. The Contractor will ensure this individual becomes OPSEC Level II certified per AR 530-1.

8.7. THREAT AWARENESS AND REPORTING PROGRAM (TARP)

IAW the Army Threat Awareness and Reporting Program (TARP) (AR 381-12), all Contractor and subcontractor employees shall report threat-related incidents, behavioral indicators, and other matters of Counter Intelligence (CI) interest specified in Chapter 3, to the facility security officer, the nearest military CI office, the FBI, or the Defense Security Service. Contractor employees working as an integral part of an Army organization shall complete annual Threat Awareness training in conjunction with Army personnel. Contractor Facility Security Officers shall ensure that all applicable AR 381-12 requirements are implemented for personnel who work at Contractor facilities. The Contractor and all subcontractors will support Government initiated CI surveys, investigations, and other CI relevant reviews.

8.8. SECURITY TRAINING

Government-furnished training does not include formal educational training, or general commercial hardware/software system training. It shall be the responsibility of the Contractor to provide adequately trained personnel and provide adequate continuing education to meet the requirements of the PWS. The Contractor may conduct system and computer resource training. The below training requirements apply to this task order, as applicable.

8.8.1. ANTI-TERRORISM (AT) LEVEL 1

All Contractor employees, to include subcontractor employees, requiring access to Government installations, facilities and controlled areas shall complete AT Level I awareness training within 30 calendar days after task order start date or effective date of incorporation of this requirement into the task order, whichever is applicable. The Contractor shall submit certificates of completion and/or evidence of completion as directed by the COR. AT Level I awareness training is available at the following

website: https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=JS&course_number=-US007-14.

8.8.2. AT AWARENESS TRAINING FOR CONTRACTOR PERSONNEL TRAVELING OVERSEAS

For Contractors and subcontractors required to travel overseas in support of this task order, U.S.-based Contractor employees and associated subcontractor employees will be provided Area of Responsibility (AOR) specific AT awareness training as directed by AR 525-13. Specific AOR training content is directed by the combatant commander with the unit AT Officer being the local POC.

8.8.3. IWATCH TRAINING

The Contractor and all associated subcontractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity AT Officer). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of task order award and within 30 calendar days of new employees commencing performance with the results reported to the COR NLT 30 calendar days after task order award. Training

website: <http://www.myarmyonesource.com/Family/ProgramsandServices/iWatchProgram/Default.aspx>

8.8.4. LEVEL I OPSEC TRAINING

Per AR 530-1, Operations Security, new Contractor employees must complete Level I OPSEC training within 30 calendar days of their reporting for duty. All Contractor employees must complete annual OPSEC awareness training. Training

website: <https://ia.signal.army.mil/DoDIAA/>

8.8.5. INFORMATION ASSURANCE (IA)/INFORMATION TECHNOLOGY (IT) TRAINING

All Contractor employees and associated subcontractor employees must complete the DoD Information Assurance (IA) awareness training before issuance of network access and annually thereafter. All Contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of employment.

8.8.6. INFORMATION ASSURANCE (IA)/INFORMATION TECHNOLOGY (IT) CERTIFICATION

Per DoD 8570.01-M, DFARS 252.239-7001 and AR 25-2, the Contractor employees supporting IA/IT functions shall be appropriately certified upon task order award. The baseline certification as stipulated in DoD 8570.01-M must be completed upon task order award.

8.8.7. DOD INFORMATION ASSURANCE (IA) AWARENESS TRAINING

All Contractor and subcontractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter.

9. CONTRACTOR PERFORMANCE OBJECTIVE AND METRICS

The below performance matrix lists the Performance Objectives which are considered mission essential to the task order requirements. The Performance Threshold describes the minimum acceptable levels of service which are critical to mission success. If the PWS reference column states a paragraph or section, all subordinate paragraphs under the PWS reference apply. Reference paragraph 9.1.1, Quality Culture, for information regarding the Government's approach to issuing task order discrepancies.

Performance Matrix

Performance Objectives	PWS Paragraph Number	Performance Threshold	Acceptable Quality Level	Method of Surveillance
Contractor Management	3.1, 3.2, 4 and 9.1	Responsive, proactive, and effective management of tasks and personnel	No more than two validated discrepancies per month and twelve validated discrepancies per task order year	Customer Complaint or Random Monitoring
Quality of Deliverables	6.0	Complete, accurate and in-compliance	No more than two validated discrepancies per task order	Trip reports: Periodic Surveillance All others: 100% Inspection

			year	
Timeliness of Deliverables	6.0	On time	100% on time	Trip reports: Periodic Surveillance All others: 100% Inspection
Transitioning In	3.1.8.1	Delivers transition services as proposed and meets the proposed milestones	No more than two validated discrepancies	100% Inspection
Transitioning Out	3.1.8.2	Delivers transition services as proposed and meets the proposed milestones	No more than one validated discrepancies	100% Inspection

9.1. CONTRACTOR'S QUALITY CONTROL PROGRAM

The Contractor shall establish, implement and maintain a quality control program that is proactive and responsive to the Government's needs. The Contractor shall submit a QCP that contains, as a minimum, the items listed below. The QCP shall be submitted not later than 15 calendar days after task order award. The Government will notify the Contractor of acceptance or required modifications to the plan. The Contractor shall make appropriate modifications and obtain Government acceptance of the plan within 30 days of task order award or three days prior to task order performance, whichever is earlier. Subsequent revisions to the QCP will require Government acceptance; time lines for submittal and approval of subsequent revisions will be established at the time of need. The QCP shall include the following minimum requirements:

- A description of the inspection system to cover all major services and deliverables. The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the job title of the inspectors. Contractor inspectors must be cleared at the appropriate classification level.
- A description of the methods to be used for identifying and preventing defects in the products delivered and the quality of service performed.
- A description of the records to be kept to document inspections and corrective or preventative actions taken. All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period, and for the period after task order completion, until final settlement of any claims under this task order.

9.1.1. QUALITY CULTURE

The Contractor shall build a quality culture that self-identifies problems or areas for improvement. The Contractor shall strive to proactively identify problems, or potential issues,

affecting performance and proactively work to resolve them. The Contractor shall report these items to the COR as soon as possible. Verbal reports will be followed up with written reports when directed by the COR, or the Contractor may submit a written report to identify the issue and how it was resolved in order to record these actions for the Government's consideration. Identified discrepancies in which the Contractor has proactively taken action to remedy the discrepancy and provide confidence of future compliance, the Government COR may determine that a formal task discrepancy report will not be issued. The Contractor remains responsible to correct problems/issues that need resolution. The Contractor shall work cooperatively with the Government to resolve issues as they arise.

9.2. QUALITY ASSURANCE

The Government will evaluate the Contractor's performance of this task order utilizing the Contractor's approved QCP, the Government's Quality Assurance Surveillance Plan and the PWS requirements of this task order. The Government maintains the right to inspect any service or deliverable in accordance with the Inspection clauses applicable in the basic contract and this task order. Government surveillance of tasks not listed in the Performance Matrix or by methods other than those listed in the Performance Matrix (such as provided in the Inspection clauses) may occur during the performance period of this task order. For those tasks listed in the Performance Matrix, the COR or other designated evaluator will follow the method of surveillance specified in this task order (i.e. Customer Complaint/Survey process, Periodic surveillance, Random monitoring, or 100 percent inspection). Government personnel will record all surveillance observations. When an observation indicates defective performance, the COR or other designated evaluator will require the Contractor manager or representative at the site to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation. It acknowledges that the Contractor has been made aware of the non-compliance. Any action taken by the KO as a result of surveillance will be according to the terms of the task order and/or basic contract

9.2.1. UNACCEPTABLE PERFORMANCE

Unless otherwise directed by the Government, the Contractor shall immediately take action to correct or replace all non-conforming services or deliverables at no additional cost to the Government. If the Contractor fails to perform at an acceptable quality level, the Government may issue a Task Discrepancy Report (TDR) to the Contractor. The Contractor shall complete their portion of the TDR and provide any supporting documents to support their response. The TDR response and supporting documents shall be submitted NLT the required due date established by the Government. The TDR response and supporting documents will be submitted in ITSS along with the Government's evaluation of the response and any actions the Government deems appropriate.

10. INVOICES AND PAYMENT INFORMATION

10.1. PAYMENT INFORMATION

The Contractor shall provide the following payment information for GSA use. It must be an exact match with the information under the task order number in the Assisted Acquisition Services Business Systems Portal, ITSS Contract Registration (not the contractor's company or

individual representative's registration) as well as with the information under the contractor's Data Universal Numbering System (DUNS) number in the System for Award Management (SAM) Registration at <https://www.SAM.gov>. Mismatched information will result in rejected purchase orders and payments.

- a. Company Name – Legal Business Name and Doing Business As Name
- b. Mailing Address – Contact and Address Information
- c. Remittance Address – Remit To Address Information
- d. Employer's Identification Number – Federal Tax ID
- e. DUNS

10.2. INVOICE INFORMATION

The Contractor shall provide the following information on each invoice submitted via the GSA Assisted Services Shared Information System (ASSIST) and the Central Invoice System (CIS) at the following URL: <https://portal.fas.gsa.gov/>.

- a. Invoice Number – do not use any special characters.
- b. ACT (GSA financial tracking number) Number from GSA Form 300, Block 4
- c. GSA Task Order Number: ID04170046
- d. Contract Number from GSA Form 300, Block 3
- e. Point of Contact and Phone Number
- f. Remittance Address
- g. Period of Performance for the billing period
- h. Charges, identified by deliverable or line item(s), with a narrative description of the service performed. Labor, reimbursable costs, and other charges (e.g., G&A) must be broken out.
- i. Prompt Payment Discount, if offered
- j. Total Invoice Amount

10.3. INVOICE SUBMITTAL

The invoice must be submitted through GSA ASSIST and the CIS web-based Order Processing System (<https://portal.fas.gsa.gov/>). The Contractor shall attach the completed Travel Expense Summary, Exhibit B, and a cost breakdown report of the surge support provided with their invoice submittal. The Client Representative (i.e. the COR) and the GSA Customer Account Manager or Contract Specialist must approve the invoice, and attachments, in CIS prior to payment.

The payment information must satisfy a match between CIS and SAM for the invoice to be successfully processed for payment.

If the Contractor submits a revised invoice, the revised invoice must include: 1) a unique invoice number, 2) a brief explanation, and 3) a cross-reference to any previous invoice submittals for tracking purposes and avoiding duplication.

Copies of receipts, travel vouchers, etc. to support charges for other than employee labor hours must be completed IAW applicable Government regulations. The Contractor shall maintain originals and make them available to the Government upon request.

10.4. REIMBURSABLE COSTS

Reimbursable costs must not exceed the limit(s) specified in the task order. The Government will not pay charges that are not specifically identified in the task and approved, in advance, by the Government.

10.5. PAYMENT SCHEDULE

The Contractor shall invoice for work performed IAW the payment schedule that was submitted to and approved by the GSA KO. Payment schedule for the labor only shall be based on the firm-fixed-price divided by 12 months or, if less than 12 months, the number of months for the specific task order POP.

10.6. FINAL PAYMENT

Invoices for final payment must be so identified and submitted within 60 days from task order completion. No further charges are to be billed. The Contractor shall request an extension for final invoices that may exceed the 60 days from GSA.

11. CONTRACTOR PERFORMANCE ASSESSMENT

The Government will provide and record Past Performance Information utilizing the Contractor Performance Assessment Reporting System (CPARS) at <https://www.cpars.csd.disa.mil/>. Quality, timeliness/schedule, cost control (for reimbursable items), regulatory compliance, management (i.e. business relations and management of key personnel). The CPARS process allows Contractors to view and comment on the Government's evaluation of the Contractor's performance before it is finalized. Once the Contractor's past performance evaluation is finalized in CPARS, it will be transmitted into the Past Performance Information Retrieval System <http://www.ppirs.gov/>. Contractors are required to register in the CPARS, so Contractors may review and comment on past performance reports submitted through the CPARS. Go to the following website to register in the CPARS: <https://www.cpars.csd.disa.mil/>.

12. CLOSEOUT

GSA Region 4 internal policies determine that as the office responsible for payment to Contractors that a task order will be closed-out 90 days after the POP has ended. A request for FINAL invoice will be sent to the Contractor for action; after the final invoice has been paid then a Request for Release of Claims will be sent to the Contractor.

13. CLAUSES INCORPORATED BY REFERENCE

In accordance with OASIS SB contract section I.1, all applicable and required provisions/ clauses set forth in FAR 52.301 automatically flow down to all OASIS SB task orders, based on their specific contract type (e.g. cost, fixed price, etc.), statement of work, competition requirements, commercial or not commercial, and dollar value as of the date the task order solicitation is issued. This PWS incorporates additional provisions/clauses, which are not already in the OASIS SB contract, that are applicable and required for this particular task order. FAR Part 12 commercial clauses/provisions do NOT apply to this task order.

FAR 52.252-2 Clauses Incorporated by Reference (Feb 1998). This task order incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the KO will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://farsite.hill.af.mil/vffar1.htm>. The following clauses also apply to this task order.

FAR 52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights (Apr 2014)
FAR 52.219-6	Notice of Total Small Business Set-Aside (Nov 2011)
FAR 52.219-14	Limitations on Subcontracting (Jan 2017) – applies to this task order
FAR 52.222-17	Nondisplacement of Qualified Workers (MAY 2014)
FAR 52.225-19	Contractor Personnel in a Designated Operational Area or Supporting a Diplomatic or Consular Mission Outside the United States (Mar 2008)
FAR 52.232-1	Payments (Apr. 1984)
FAR 52.232-7	Payments under Time-and-Materials and Labor-Hour Contracts (Aug 2012)
FAR 52.232-18	Availability of Funds (Apr 1984)
FAR 52.232-19	Availability of Funds for the Next Fiscal Year (APR 1984)
FAR 52.232-22	Limitation of Funds (Apr 1984)
FAR 52.232-40	Providing Accelerated Payments to Small Business Subcontractors (DEC 2013)
FAR 52.242-1	Notice of Intent to Disallow Costs (Apr 1984)
FAR 52.242-15	Stop Work Order (Aug 1989)
FAR 52.243-1	Changes -- Fixed Price (Aug 1987), Alternate I
FAR 52.243-2	Changes -- Cost-Reimbursement (Aug 1987), Alternate I
FAR 52.243-3	Changes -- Time-and-Materials or Labor-Hours (Sept 2000)
FAR 52.245-1	Government Property (Apr 2012) (Basic contract)
FAR 52.246-5	Inspection of Services -- Cost-Reimbursement (Apr 1984)
FAR 52.246-6	Inspection -- Time-and-Material and Labor-Hour (May 2001)
FAR 52.247-34	F.o.b. Destination (NOV 1991)
FAR 52.249-6	Termination (Cost-Reimbursement) (May 2004)
FAR 52.249-6	Termination (Cost-Reimbursement) Alternate IV (Sep 1996)
FAR 52.249-14	Excusable Delays (Apr 1984)
DFARS 252.201-7000	Contracting Officer's Representative (Dec 1991)
DFARS 252.203-7001	Prohibition on Persons Convicted of Fraud or Other Defense Contract-Related Felonies (DEC 2008)

DFARS 252.203-7002	Requirement to Inform Employees of Whistleblower Rights (SEP 2013)
DFARS 252.203-7004	Display of Hotline Posters (Oct 2015)
DFARS 252.204-7000	Disclosure of Information (OCT 2016)
DFARS 252.204-7003	Control of Government Personnel Work Product (APR 1992)
DFARS 252.204-7004	Alternate A, System for Award Management (FEB 2014)
DFARS 252.204-7005	Oral Attestation of Security Responsibilities (NOV 2001)
DFARS 252.204-7006	Billing Instructions (OCT 2005)
DFARS 252.204-7008	Compliance with Safeguarding Covered Defense Information Controls (OCT 2016)
DFARS 252.204-7009	Limitations on the Use and Disclosure of Third-Party Contractor Reported Cyber Incident Information (OCT 2016)
DFARS 252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting (OCT 2016)
DFARS 252.205-7000	Provision of Information to Cooperative Agreement Holders (Dec 1991)
DFARS 252.209-7004	Subcontracting with Firms that are Owned or Controlled by the Government of a Country that is a State Sponsor of Terrorism (OCT 2015)
DFARS 252.209-7009	Organizational Conflict of Interest—Major Defense Acquisition Program (Oct 2015)
DFARS 252.211-7007	Reporting of Government-Furnished Property (AUG 2012)
DFARS 252.216-7002	Alternate A, Time-and-Materials/Labor-Hour Proposal Requirements – Non-Commercial Item Acquisition with Adequate Price Competition (FEB 2007)
DFARS 252.222-7006	Restrictions on the Use of Mandatory Arbitrations Agreements (Dec 2010)
DFARS 252.223-7004	Drug-Free Work Force (Sep 1988)
DFARS 252.223-7006	Prohibition on Storage, Treatment, and Disposal of Toxic or Hazardous Materials (Sep 2014)
DFARS 252.225-7004	Report of Intended Performance Outside the United States and Canada-Submission after Award (Oct 2015)
DFARS 252.225-7040	Contractor Personnel Supporting U.S. Armed Forces Deployed Outside the United States (Oct 2015)
DFARS 252.225-7048	Export-Controlled Items (June 2013)
DFARS 252.226-7001	Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (Sep 2004)
DFARS 252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation (Sep 2016)
DFARS 252.227-7016	Rights in Bid or Proposal Information (Jan 2011)
DFARS 252.227-7025	Limitations on the Use or Disclosure of Government Furnished Information Marked with Restrictive Legends (May 2013)
DFARS 252.232-7003	Electronic Submission of Payment Requests and Receiving (Jun 2012)

DFARS 252.232-7010	Levies on Contract Payments (DEC 2006)
DFARS 252.239-7001	Information Assurance Contractor Training and Certification (JAN 2008)
DFARS 252.242-7005	Contractor Business Systems (Feb 2012)
DFARS 252.242-7006	Accounting System Administration (Feb 2012)
DFARS 252.243-7001	Pricing of Contract Modifications (Dec 1991)
DFARS 252.243-7002	Requests for Equitable Adjustment (Dec 2012)
DFARS 252.244-7001	Contractor Purchasing System Administration - Basic (May 2014)
DFARS 252.245-7001	Tagging, Labeling, and Marking of Government – Furnished Property (APR 2012)
DFARS 252.245-7002	Reporting Loss of Government Property (APR 2012)
DFARS 252.245-7003	Contractor Property Management System Administration (APR 2012)
DFARS 252.245-7004	Reporting, Reutilization, and Disposal (SEP 2016)

14. CLAUSES INCORPORATED IN FULL TEXT

FAR 52.217-8	<p>Option to Extend Services (Nov 1999)</p> <p>The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of task order expiration.</p> <p>(End Clause)</p>
FAR 52.217-9	<p>Option to Extend the Term of the Contract</p> <p>(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days of contract expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.</p> <p>(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.</p> <p>(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 66 months.</p> <p>(End of Clause)</p>
FAR 52.252-2	<p>Clauses Incorporated by Reference (Feb 1998)</p> <p>This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the</p>

	<p>Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): http://farsite.hill.af.mil/</p> <p>(End of Clause)</p>
<p>DFARS 252.232-7007</p>	<p>Limitation of the Government's Obligation (Apr 2014)</p> <p>(a) Contract line item 0001 is incrementally funded. For this item, the sum of \$7,700,790.83 of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.</p> <p>(b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "Termination for Convenience of the Government." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit, and estimated termination settlement costs for those item(s).</p> <p>(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for a subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's</p>

	<p>notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "Termination for Convenience of the Government."</p> <p>(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.</p> <p>(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "Disputes."</p> <p>(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.</p> <p>(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default." The provisions of this clause are limited to the work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) and (e) of this clause.</p> <p>(h) Nothing in this clause affects the right of the Government to terminate this contract pursuant to the clause of this contract entitled "Termination for Convenience of the Government."</p> <p>(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.</p> <p>(j) The parties contemplate that the Government will allot funds to this</p>
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	contract in accordance with the following schedule:												
	<table> <tr> <td>On execution of contract</td><td><u>\$1,159,516.75</u></td></tr> <tr> <td>Modification 004</td><td><u>\$5,797,583.50</u></td></tr> <tr> <td>Modification 005</td><td><u>\$ 475,252.91</u></td></tr> <tr> <td>Modification 006</td><td><u>\$ 268,437.67</u></td></tr> <tr> <td>(month) (day), (year)</td><td>\$ _____</td></tr> <tr> <td>(month) (day), (year)</td><td>\$ _____</td></tr> </table>	On execution of contract	<u>\$1,159,516.75</u>	Modification 004	<u>\$5,797,583.50</u>	Modification 005	<u>\$ 475,252.91</u>	Modification 006	<u>\$ 268,437.67</u>	(month) (day), (year)	\$ _____	(month) (day), (year)	\$ _____
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Modification 006	<u>\$ 268,437.67</u>												
(month) (day), (year)	\$ _____												
(month) (day), (year)	\$ _____												
	(End of clause)												

APPENDIX A – ACRONYMS

ACAT	Acquisition Category
AFARS	Army Federal Acquisition Regulation Supplement
AOR	Area of Responsibility
AR	Army Regulation
ASE	Aircraft Survivability Equipment
ASSIST	Assisted Services Shared Information System
AT	Anti-terrorism
CAC	Common Access Card
CAF	Contract Access Fee
CI	Counter Intelligence
CIS	Central Invoice System
CLIN	Contract Line Item Number
CMWS	Common Missile Warning System
CONUS	Continental United States
COR	Contracting Officer Representative
CPARS	Contractor Performance Assessment Rating System
CUI	Controlled Unclassified Information
DBA	Defense Base Act
DFARS	Defense Federal Acquisition Regulation supplement
DoD	Department of Defense
DUNS	Data Universal Numbering System
FAR	Federal Acquisition Regulation
FBI	Federal Bureau of Investigations
FY	Fiscal Year
GFI	Government Furnished Information
GFP	Government Furnished Property
GSA	General Services Administration
IA	Information Assurance
IAW	IAW
IC	Intelligence Community
IT	Information Technology
ITSS	IT-Solutions Shop
JTR	Joint Travel Regulations
KO	Contracting Officer
MCSR	Monthly Cost and Status Report
NACI	National Agency Check with Inquiries
NISPOM	National Industrial Security Program Operation Manual
NLT	No Later Than
OASIS	One Acquisition Solution for Integrated Services
OCI	Organizational Conflicts of Interest
OCONUS	Outside Continental United States
OPSEC	Operations Security
PMs	Product/Project Mangers
PMO	Project Management Office
POC	Point of Contact

POP	Period of Performance
PWS	Performance Work Statement
QCP	Quality Control Plan
QRC	Quick Reaction Capability
RWR	Radar Warning Receiver
SAM	System for Award Management
SCG	Security Classification Guides
SCI	Sensitive Compartmented Information
SIPRNET	Secret Internet Protocol Router Network
SOP	Standard Operating Procedure
TARP	Threat Awareness and Reporting Program
TDR	Task Discrepancy Report
TS	Top Secret
U.S.	United States

EXHIBIT A – Government Furnished Property List

EXHIBIT B – Travel Expense Summary

EXHIBIT C – Notional Organization Chart for PMO ASE (11 September 2017)